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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 23 April 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #16

I. SIGNIFICANT ITEMS: None

II. OTHER ITEMS:

1. This Staff has reviewed the status of Agency regulations that pertain to OTR. The objective of this review was to determine: a. what regulations currently in effect require revision; and b. what regulations are needed to establish and clarify the activities of OTR as they effect other components of the Agency. The Regulations Control Staff has been informed of the complete list of projected training regulations.
2. Final changes for the Headquarters issuances of the OTR Catalog of Courses are being compiled by PPS. The catalog will go to the printer on 20 April 1956.
3. Request for downgrading of the film [REDACTED] from TOP SECRET to SECRET was submitted to C/OPS - DD/P and the Director of Security; approval has been received.
4. New Building Planning. A survey of equipment requirements is to be submitted by 30 April. [REDACTED] will prepare information and coordinate with the School Chiefs as on past surveys. Classroom requirements will be reviewed by the Logistics Building Staff on 20 April 1956.
5. Recommendations concerning the briefing of Agency employees scheduled to attend military service schools and colleges have been prepared for the concurrence of the DD/S, DD/P, DD/I.
6. The CIA Pacific war plan has been received by this Staff for review and comment.
7. The Staff arranged for a special meeting of the Executive Secretaries of all Agency Career Service Boards in order to acquaint them with the decision of the CIA Career Council regarding the selection of candidates for Department of Defense senior schools and for the Advanced Management Course at Harvard University. It was the purpose of this meeting to insure that the new selection procedures will be put into effect for the selection of Agency candidates

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for the Armed Forces Staff College course beginning in August and the Advanced Management Course beginning in September. As a result of the meeting, it was agreed that each Deputy Director would nominate two candidates for each school and that the Career Service Boards would make recommendations to the appropriate Deputy Director as a result of special meetings called for this purpose. The OTR Selection Panel was set to convene on 24 April in order to give the Secretary of the CIA Career Council sufficient time to place nominations and the action of the OTR Panel before the CIA Career Council at its 3 May meeting. This timetable is made necessary by two facts: a. Harvard University must have identification of the CIA candidate no later than 15 May; and b. "Q" Clearance is required for those attending the Armed Forces Staff College. The time factor in obtaining "Q" Clearance is 90 days at best, and more likely to take a longer period.

8. The preparation of a regulation on selection procedures for the senior Department of Defense schools and colleges and the Harvard Advanced Management Courses is underway.
9. The Staff is collaborating with the Chief, JOT Program, in the preparation of a regulation defining the policies, responsibilities and procedures by which JOT's are identified, selected, and placed in a program of career preparation.
10. A visit was made to [ ] OIR, Department of State, for the purpose of stimulating contributions from the Department of State to Studies in Intelligence. Mr. [ ] agreed to make a concerted effort among the members of his Staff to find potential authors. He has agreed to undertake the preparation of an article himself. At a recent IAC meeting, Mr. Sherman Kent indicated that the Agency would welcome manuscripts from the community for publication in this Series.
11. [ ] Legislative Counsel, agreed to raise the question of which Agency senior officials would accompany the members of the Congress on the forthcoming visit to [ ]. It was decided that Mr. Wisner or Mr. Helms and [ ] would comprise the DD/P representation. In addition to the Director of Training, the Deputy Director (Support), the Inspector General and the Legislative Counsel would accompany Mr. Dulles and General Cabell on the trip. One of the Senators prefers [ ] he will

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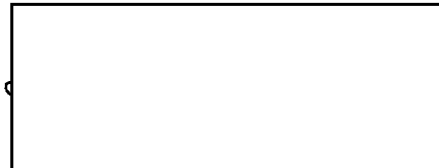
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[redacted] As of this date, no further word has been received as to whether the tour is on or off. [redacted] has promised to advise OTR soonest.

12. The DD/I Training Liaison Officer meeting was held on Tuesday, 17 April. [redacted] of the Film Production Branch, OTR, requested the DDI/TLO's to submit the names of any individuals in the DD/I offices who would be interested in participating in OTR training films. [redacted] Basic School, gave a presentation of prerequisites for Basic Supervision course. She stated that a memorandum will be issued soon to the Training Liaison Officers which will set forth the criteria which must be met by applicants wishing to enroll in the Basic Supervision course. The present running of this course shows about 50% of the students fall into the non-supervisory category. In a class of about 18 students, three non-supervisory students is considered the current proportion if the course is to accomplish its main objective, i.e., effective management at the level of the first-line supervisor.

III. PERSONNAL ITEMS: None



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